

Appendix C.
Field Maintenance and User Fee Study Committee:
2005 Report to Town Meeting

Field Maintenance & Users Fee Study Committee

Report to Town Meeting

May 11th, 2005

Executive Summary

Field Maintenance & Users Fee Study Committee

Findings and Recommendations

Representatives of the various youth and adult user groups, AHS, ACHS, Finance and Capital Planning Committee's, DPW, Recreation Department, Park Commission and an appointee of the Town Moderator convened in September, 2004 to begin the work requested in Warrant Article 78 of last years Town Meeting. Warrant Article 78 requested the Field Maintenance and Users Fee Study Committee to do the following:

- Review the Town's field maintenance policy and determine if any modifications are warranted as to the manner in which the playing fields are maintained
- Investigate and report the financial impact of any modifications it may recommend as well as the projected impact of the Peirce Field renovations on the DPW's operating budget
- Study how the Town might best generate funds sufficient in whole or in part to offset the costs of maintaining the fields

As part of completing the Committee's assignment the following tasks were undertaken:

- 10 neighboring communities were contacted to obtain all available relevant information concerning their field maintenance policies, prioritizing user group access and identifying any user fee's
- Determining actual usage vs. permitted hours of the various user groups
- Generating a field rotation and resting policy for future years that would coincide with planned capital improvements

The findings of the Committee have shown that the Town's capital and annual operating budgets for field maintenance have not been coordinated. As part of the Town of Arlington's capital improvement program a number of fields have received extensive renovations. In all cases there has not been the necessary integration of the DPW's responsibilities to maintain the newly renovated fields with a properly funded Natural Resources division budget. A most recent example of this lack of coordination is the addition of the playing fields at McClennen Park. The addition of McClennen Park will be a mixed blessing as it allows the Town to increase the number of playing fields but at the price of spreading out the limited resources of the DPW's field maintenance budget even more. The additional playing fields will allow the recommendations of this Committee for a realistic field rotation and resting policy to be instituted. However, as stated previously, the new fields at McClennen Park will require the DPW's field maintenance budget to be stretched even thinner than in previous years due to the additional 8.5 acres. Calculations performed by the Finance Committee estimated that the Town would spend approximately \$523,000 on direct and indirect labor, water, capital

and other expenses for FY06. This is an average of \$10,964 per acre. In FY 05 the expenditure per acre was estimated to be \$13,341. However, there has been no increase in the DPW budget to account for this addition nor are there any plans to augment the field maintenance budgets in future years.

The DPW's annual operating budget for field maintenance has limited the Town's ability to initiate any new field maintenance policies or increase field maintenance activities designed to extend the life of the capital improvements and deliver better maintained fields to the various user groups.

The Field Maintenance and Users Fee Study Committee was determined to develop recommendations that would optimize the capital improvements and annual DPW expenditures by instituting best practices for field maintenance. These recommendations were designed to be effective, easily incorporated within the existing field maintenance policy framework and be cognizant of the Town's current and projected fiscal constraints. As seen in the attached spreadsheet the resting and rotation policy would begin in FY 2007. This spreadsheet lists the various playing fields, years when capital improvements were or will be made and the cycle when the fields will be rested. Please refer to the DPW memo dated April 27th for a complete description of each field, the user groups playing on the field, the usage and condition index and the time of year the field is used.

The proposed field rotation policy will allow 2 full soccer, 2 reduced soccer, a baseball field and 2 softball fields to be rested annually while allowing sufficient flexibility to the Town to decide what fields need to be rested and when. The various user groups will have a sufficient number of fields to use that are suitable to their particular needs. It is the Committee's firm belief that this field rotation and resting policy recommendation is an essential component of maximizing our capital and annual budgetary expenditures. The recommended field rotation and resting policy will not require the additional expenditure from either the capital or operating budgets but the additional budget increases will come from non- Town of Arlington sources. It will require the DPW, Recreation Dept, Park Commission, Capital Planning Committee and all the user groups to plan and coordinate their individual activities within the entire recreational sports community.

The financial impact of Peirce Field on the DPW operating budget will be minimal. The hours and activities that the DPW would have spent maintaining or repairing the grass at Peirce Field will be spent on other fields utilized by the various user groups. It is expected that there will be a great demand by the various user groups to request time to play or practice on the renovated Peirce Field. The Committee recommends that as many high impact activities such as Pop Warner practices be allowed on Peirce Field to reduce the wear and tear on more vulnerable fields. However, as stated previously, the new fields at McClennen Park will require the current Natural Resources Division of the DPW to spread their budget over 21% more acres. It is the expectation of the Field Maintenance & Users Fee Study Committee that the instituting of our recommended field rotation and resting policy will somewhat mitigate the large increase in acreage to be maintained.

The remaining recommendation incorporates the need to support the field resting and rotation policy with actual dollars with the Committee's charge to investigate how funds could be raised. Currently, the Town appropriates \$40,000 for professional turf services to perform standard aerating, deep tine aerating, chemical treatments as well as fertilization. The amount of money needed to maintain the current minimal level of professional services for the fields and support additional professional services is estimated to be \$72,000. The \$32,000 would enable the Town to perform the recommended professional turf services work at the fields designated for resting and perform a minimum level of professional turf services at the fields not being rested. It is the expectation that these additional services will increase the quality of the fields being rested and lessen the impact of the extra use on the other fields that are not being rested.

A number of revenue sources were investigated and discussed by the committee. The potential revenue sources are corporate sponsorships, private fund raising by individual groups and user fees. There are obvious plus and minus's to each. Regardless of the source or sources chosen it is the opinion of the Committee that all user groups should share in the responsibility for raising the additional revenue. It is the Committee's desire to continue these discussions and complete a detailed recommendation for raising these additional funds no later than October 31, 2005. To ensure that the private revenue for field maintenance is not diverted for other town uses it is the Committee's recommendation that the current revolving fund be utilized so that the current \$40,000 appropriation and the new revenue can be deposited in the same revolving fund. The Committee felt that this recommendation represents an equitable partnership between the adult user groups, youth sports, private and public schools and the Town. The Committee must point out that the recommendation for raising additional revenue to augment the existing professional services expenditures are made with the assumption that there are no budget reductions to the current staff of the Natural Resources division of the DPW. The Committee is particularly aware of the Town's financial condition and has not recommended increased funding in the DPW's Natural Resource division operating budget despite the documented need for an increase.

The Committee would be remiss if it did not point out that the current effort to police the inappropriate use of fields needs to be expanded. Better signage and more aggressive enforcement is needed to deter unnecessary damage to our playing fields when they are closed due to bad weather, renovations or are being rested. Educating coaches, administrators, league officials and parents as to respecting the no-play policy must continue. The Committee's members will continue to work together to ensure that all citizens of the town, its user groups and visitors know when fields cannot be used.

REPORT

TO: Field Maintenance & Users Fee Study Committee

FROM: Field Maintenance Subcommittee

SUBJECT: Recreational Facilities Report

DATE: April 28, 2005

The following information is provided as a report on Town playing fields that are maintained by the Department of Public Works. The information is provided in summary form and intended to provide a snapshot of the current usage and condition of the fields.

Usage Index		Condition Index	
Resting	0	Resting	0
Single-sport, periodic use	1	Excellent	1
Single-sport, daily use	2	Good	2
Multi-sport, periodic use	3	Fair	3
Multi-sport, daily use	4	Poor	4

1. **Thorndike**
Current Condition 2
Target Condition 1
Usage Index 3

Spring Monday – Friday- 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Lacrosse, Soccer Arlington High School, Arlington Soccer Club, Arlington Youth Lacrosse, Adult Soccer (M/F)	Fall Soccer
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2. **Magnolia**
Current Condition 4
Target Condition 3
Usage Index 3

Spring Soccer, Lacrosse, Adult Soccer (M/F)	Fall Soccer
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3. North Union		
Current Condition 2		
Target Condition 2		
Usage Index 4		
Spring	Monday – Friday- 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Baseball and Softball Arlington High School, Babe Ruth, Adult Softball	Fall Soccer
4. Scannell		
Current Condition 1		
Target Condition 1		
Usage Index 2		
Spring	Monday – Friday- 3 PM – Dusk Sat. – 10 AM – Dusk Sun. – 10 AM – Dusk Baseball and Softball Little League, Arlington Recreation (softball)	Fall No Use
5. Spy Pond		
Soccer		
Current Condition 2		
Target Condition 1		
Baseball		
Current Condition 1		
Target Condition 1		
Softball		
Current Condition 2		
Target Condition 1		
Usage Index 3		
Spring	Monday – Friday - 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Baseball and Adult Softball Arlington High School, Babe Ruth, Legion, Adult Softball	Fall Soccer
6a. Peirce - Arlington High School – Baseball		
Current Condition 0, (currently under construction)		
Target Condition 1		
Usage Index 0		
Spring	Monday – Friday- 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Baseball, Track and Field Arlington High School, Babe Ruth	Fall Football

6b.	Peirce - Arlington High School – Softball Current Condition 0, (currently under construction) Target Condition 1 Usage Index 0	
<u>Spring</u> Monday – Friday- 3 PM – Dusk Softball and Baseball Arlington High School, Little League	Sat. – 10 AM – Dusk Softball and Baseball Arlington High School, Little League	<u>Fall</u> No use
6c.	Peirce - Arlington High School – Football Current Condition 0, (currently under construction) Target Condition 1 Usage Index 0	
<u>Spring</u> Monday – Friday- 3 PM – 10 PM PM – Dusk Lacrosse, Track and Field, Soccer, Golf Arlington High School, Arlington United Soccer Club, Arlington Youth Lacrosse	Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Lacrosse, Track and Field, Soccer, Golf Arlington High School, Arlington United Soccer Club, Arlington Youth Lacrosse	<u>Fall</u> Football and Soccer
6d.	Peirce – Practice Field Current Condition 0, (currently under construction) Target Condition 2 Usage Index 0	
<u>Spring</u> Monday – Friday- 3 PM – 10 PM PM – Dusk Soccer, Arlington High School, Arlington Soccer Club	Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Soccer, Arlington High School, Arlington Soccer Club	<u>Fall</u> Soccer
7.	Buzzell Current Condition 4 Target Condition 2 Usage Index 3	
<u>Spring</u> Monday – Friday – 3 PM – 10 PM Baseball and Softball Arlington High School, Arlington Recreation, Little League, Adult Sft, Ultimate Frisbee	Sat. – 3:30 PM – Dusk Sun. – 8 AM – Dusk Baseball and Softball Arlington High School, Arlington Recreation, Little League, Adult Sft, Ultimate Frisbee	<u>Fall</u> Football

8. Bishop Current Condition 3.5 Target Condition 2 Usage Index 4		
Spring Monday – Friday – 3 PM – Dusk Sat. – 8 AM – 3 PM Sun. – 12 PM – 3 PM Soccer, Baseball and Softball Little League, Arlington Recreation, Arlington Soccer Club, Arlington Catholic	Fall Soccer	
9. Poets Current Condition 2 Target Condition 2 Usage Index 2		
Spring Monday – Friday- 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 8 AM – Dusk Baseball and Softball Little League, Arlington Recreation	Fall Soccer Practice Only	
10. Robbins Current Condition 3 Target Condition 2 Usage Index 4		
Spring Monday – Friday- 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Baseball and Soccer Arlington Catholic, Babe Ruth, Arlington Soccer Club	Fall Soccer	
11. Florence Current Condition 2 Target Condition 2 Usage Index 4		
Spring Monday – Friday- 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 8 AM – Dusk Lacrosse, Soccer, Baseball and Softball Arlington High School, Arlington Soccer Club, Little League, Arlington Recreation (Softball)	Fall Soccer	

12. Summer Current Condition 1 Target Condition 1 Usage Index 3		
Spring Monday – Friday- 3 PM – 10 PM Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk Baseball Arlington Catholic, Babe Ruth	Fall Field Hockey and Baseball	
13. Buck Current Condition 1 Target Condition 1 Usage Index 2		
Spring Monday – Friday- 3 PM – Dusk Sat. – 10:30 AM – Dusk Sun. – 10:30 AM – Dusk Baseball and Softball Little League, Arlington Recreation (Softball)	Fall No Use	
14. Hill's Hill Current Condition 2 Target Condition 2 Usage Index 2		
Spring Monday – Friday- 3 PM – Dusk Arlington Soccer Club	Fall Soccer	
15. Hurd/Reservior Current Condition 4 Target Condition 2 Usage Index 4		
Spring Monday – Friday- 3 PM – Dusk Sat. – 8 AM – Dusk Sun. – 12 PM – Dusk, Soccer, Baseball and Softball Arlington Recreation, Adult Softball, Arlington Soccer Club, Little League (baseball & softball)	Fall Soccer	

16. Ottoson Current Condition 3 Target Condition 2 Usage Index 3	
Spring Monday – Friday- 3 PM – Dusk Baseball, Softball and Soccer Arlington Catholic, Little League, Arlington Recreation, Arlington Soccer Club	Fall Soccer
17. Crosby Current Condition 2 Target Condition 2 Usage Index 2	
Spring Monday – Friday- 3 PM – Dusk Arlington Soccer Club	Fall Soccer
18. McClennen Park Current Condition 0, (currently under construction) Target Condition 2 Usage Index 0	
Spring Monday – Friday- 3 PM – Dusk Baseball, Softball, Soccer Little League, Arlington Recreation, Arlington Soccer Club, Arlington School Dept.	Fall Soccer and football

FIELD INVENTORY - TABLE 1

TABLE 1	Presents an Inventory of Facilities & related information.
Col A	Lists Facility Sites including the new McClennen Park
Col B	Lists the size of Play Fields at Facilities in acres, as well as provides total acreage
Col C	Describes the type of play field at each site, See Legend on Table. Also shows totals for each play field type
Col D	Defines Sport Activities by Season: 1 = Spring, 2 = Fall
Col E	Presents Field Condition Grade: Current & Target. Rating System ranges from 1 (best game condition) to 4 (practice condition) Color coded to assist in presentation See Legend on Table. It recognizes that all fields can not be expected to have a 1 rating all the time.
Col F	Shows year of past or future Capital Project
Col G	Index Grade assigned to each facility based on usage of the facility: multiple fields/ sports, youth vs adult, scheduling. 1 (lower use) to 4 (heavier use)
Col H	Possible best management practices to provide some relief to fields during the play seasons

FIELD ROTATION - TABLE 2

TABLE 2	Presents a Worksheet for the planning of annual field resting / rotation
Col A	Lists Facility Sites including the new McClennen Park.
Col B	Lists the type of play field at each site exclusive of the football field in that it has an artificial surface : S = Soccer, RS = Reduced Soccer , BB = Baseball and SB = Softball. The small insert table at the bottom of the sheet shows the rotation calculation. This table shows how many of each field type would be rested each year and the number of each field type that would be available per year to meet demands. For purposes of this table, the Softball field designation includes both Softball and Little League and, the Soccer field designation includes Soccer, Lacrosse and Field Hockey.
Col C	This side of the table shows possible resting / rotation for each year. The scenarios incorporate the remaining field rehabs (shown in blue) and fields rested (yellow). After the rehab program is completed the full rotation program can be implemented. It is noted that field rehab's take all fields at a site out of commission for tow years (one year to build and another year to let the field get established.) IT IS STRESSED THAT THE ROTATION SHOWN IS FOR ILLUSTRATIVE PURPOSES ONLY

INVENTORY TABLE (1)
PLAYFIELD INVENTORY & RESTING PROGRAM
 FIELD MAINTENANCE & USER FIELD COMMITTEE
 TOWN OF ARLINGTON

4/30/2005

A	B	C					D	E		F	G	H
FIELD	ACRES	FIELD CATEGORIES					ACTIVITIES (1 = Spring 2 = Fall Play)	CONDITION		CAPITAL PROJECT (yr)	USE INDEX	SMART REST MEASURES
		F	S	RS	BB	SB		Current Grade	Target Grade			
THORNDIKE	4.5		1	2			1SL,2S 1S,2S	2 2	1 1	2001	3	Shift to rest Goal Mouths
MAGNOLIA	1.8		1				1SL & 2S	4	3	2000	3	6x6 to Rest Goal Mouths
NORTH UNION	2.1		1		1	1	2S 1BB 1SB	2 2 2	2 2 2	1997	4	6x6 to Rest Goal Mouths
SCANNELL	1.5					1	2SB	1	1	2001	2	
SPY POND	4.1		1		1	1	2S 1BB 1SB	2 1 2	1 1 1	1997	3	Shift Field To Rest GM's
PEIRCE BB					1		1BB	0	1	2005	0	
PEIRCE SB						1	1SB	0	1	2005	0	
PEIRCE FB	5.2	1					1SL,2SF	0	1	2005	0	
PEIRCE prac				1			1S, 2S	0	2	2005	0	
BUZZELL	2.4					2	1SB 2F	4	2	2006	3	
BISHOP	2.6			1		1	1S,2S 1SB	3.5 3.5	2 2	2010	4	Shift to rest Goal Mouths
POETS	1.5			1		1	1SB 2S(pract)	2 2	2 2	???	2	Soccer Pract Only
ROBBINS	2.8			1	1		2S 1B	3 3	2 2	2008	4	Shift Field To Rest GM's
FLORENCE	1.1		1			1	1L/S, 2S 1SB	2 2	2 2	1998	4	Shift Field To Rest GM's
SUMMER	3.1		1		1		2FH 1BB	1 1	1 1	2002	3	
BUCK	1.1					1	1SB	1	1	NA	2	
HILL'S HILL	1.1			2			1S&2S	2	2	2000	2	Shift to Rest Goal Mouths
HURD	1.2			1		1	1S, 2S 1SB	4 4	2 2	2008	4	
RESERVOIR	1.1			1		1	1S, 2S 1SB	4 4	2 2	2008	4	
OTTOSON	1			1		1	1S, 2S 1SB	3 3	2 2	1999	3	
CROSBY	1			1			1S, 2S	2	2		2	
McCLENNEN	8.5	0	2			1		0 0	2 2	2005	0	
TOTAL (Future)	47.7	1	8	12	5	14						
TOTAL (2004)	34	0	6	11	4	12						

LEGEND	
FIELD CATEGORIES	
F	FOOTBALL
S	SOCCER (Lacrosse & F. Hockey)
RS	REDUCED SOCCER
BB	BASEBALL
SB	SOFTBALL (Little League)

4/30/2005

Note: Football Field >> NA (Artificial surface)

LEGEND	
Yellow	Field Rested
Blue	Field Reconstructed

Field Maintenance & Users Fee Study Committee
Description of Current Field Maintenance Activities

Current Field Maintenance Plan
Selected Locations

- Aeration
 - 3 times per year
- Slice seed
 - 2 times per year
- Over seed
 - Once per year
- Fertilization
 - 2 per year

Proposed Resting & Rotation Field Maintenance Policy
All Locations

- Deep Tine Aeration
 - 1 time per year
- Standard Aeration
 - 3 times per year
- Slice seed
 - 2 times per year
- Over seed
 - 2 times per year
- Soil testing
 - 2 times per year

Best Practices

- Active field management for fields in use
 - Per sport
 - Per playing field
 - Per season
- Education of user groups, leagues, coaches
- Enforcement of no-play policy

Field Maintenance & Users Fee Study Committee

Number of users/ hours used

Group	# of users	% of users
ASC-Spring	1,400	26.24%
ASC-Fall	1,400	26.24%
LL -Spring	935	17.52%
Babe Ruth	220	4.12%
Pop Warner	100	1.87%
AHS	426	7.98%
ACHS	200	3.75%
Rec Dept	400	7.50%
Adult Soccer	60	1.12%
American Legion	15	0.28%
Lacrosse	40	0.75%
Arlington United	140	2.62%
	5,336	

	Hours used*	
ASC-Spring	1,775	0.1042
ASC-Fall	1,300	0.0763
LL -Spring	2,966	0.1742
Babe Ruth	2,842	0.1669
Pop Warner	146	0.0086
AHS-Fall	2,100	0.1233
AHS-Spring	2,230	0.1310
ACHS-Fall	1,100	0.0646
ACHS-Spring	900	0.0529
Rec Dept	621	0.0365
Adult Soccer	397	0.0233
American Legion	230	0.0135
Lacrosse	120	0.0070
Arlington United	300	0.0176
	17027	

* Based on permitted hours 2003